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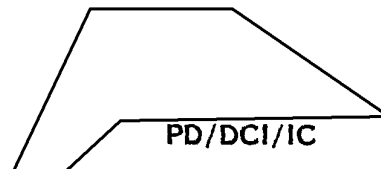
20 December 1973

FW

IC STAFF OPERATING INSTRUCTION No. 8

Attached is a statement proposed by General Graham, on request of the DCI, as an instruction from the DCI to the D/DCI/IC. The Director's plan is that work objectives be defined at various hierarchical levels against which progress of the responsible office can be evaluated as part of the employee evaluation system. In order to implement this plan within the IC Staff, General Graham has asked that each Group and Staff Chief propose a similar statement which he can review and officially issue. We anticipate also that each Group Chief would outline as part of this annual evaluation of employees, specific goals and tasks expected of each of his subordinates over the next year.

Each Group Chief and Deputy should review the attached and prepare for my review by 15 January a similar statement for themselves. I will plan to go over these with each of you and then forward them to General Graham per his request.



STAT

Attachment
As stated

Distribution:

All Group Chiefs
IC Registry
D/DCI/IC
DD/DCI/IC
PD/DCI/IC (subj)